

MEMORANDUM DM- 02-04

TO: All Coal Mine Operators

FROM: Frank A. Linkous, Chief

SUBJECT: 2003 Certification Examination Schedule

DATE : September 13, 2002

To assist those individuals planning to take coal mine certification examinations administered by the Virginia Department of Mines, Minerals and Energy (DMME), Division of Mines during 2003, a schedule of examination locations and dates is provided below.

Applicants are required to complete and submit the necessary forms and fees at least **five working days** prior to the examination date selected. **Please notify the Division of Mines at least three days prior to the scheduled examination if you are unable to attend. Failure to notify the Division will result in the forfeiture of the examination fee.** Approximately 20 people will be scheduled for each examination session. If you apply by mail, **please specify which examination date is desired.** When you have been scheduled for an examination, your name will be assigned to a roster and you will receive a letter confirming your scheduled examination date. **Identification such as Driver's License or Employee I.D. Card must be presented on the examination date prior to taking the scheduled exam.**

To register for a certification exam, to reschedule your exam date or for additional information, please contact the Division of Mines in Big Stone Gap at (276) 523-8149 or the Keen Mountain Field Office at (276) 498-4533.

**DMME OFFICE BUILDING
U.S. ROUTE 23 SOUTH (STATE ROUTE 387)
BIG STONE GAP, VA 24219
PHONE: 5276-523-8149
8:00A.M.**

**JANUARY 10, 2003
MARCH 7, 2003
MAY 9, 2003
JULY 11, 2003
SEPTEMBER 12, 2003
NOVEMBER 14, 2003**

**DMME - KEEN MOUNTAIN OFFICE
ROUTE 460 BYPASS
KEEN MOUNTAIN, VA 24624
PHONE: 276-498-4533
8:00 A.M.**

**FEBRUARY 7, 2003
APRIL 11, 2003
JUNE 13, 2003
AUGUST 15, 2003
OCTOBER 17, 2003
DECEMBER 12, 2003**